



# MONO COUNTY

CALIFORNIA

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*invites applications for the position of*

# Housing Coordinator

# The Community

Mono County, with a population of just 14,000 in an area of approximately 3,030 square miles, offers its residents and visitors a rural setting with some of the most spectacular scenery in California. The County, on the east side of the Sierra Nevada mountains near Yosemite National Park, comprises vibrant resort communities, wide-open spaces and wild places, rural hamlets, historic sites, museums, and even a ghost town. Much of Mono County is public land (the Inyo and Humboldt-Toiyabe National Forests), which provides the ultimate in outdoor recreational and tourism opportunities. The communities of Bridgeport and Mammoth Lakes (the only incorporated town) both occupy important roles in the daily affairs of Mono County.

Bridgeport is the historic county seat, and the 1881 Courthouse anchors the town. The bucolic Bridgeport Valley is bordered by the rugged Sawtooth Range and offers premier trout fishing. Annual events, such as the Bridgeport Rodeo and the old-fashioned Fourth of July Parade, provide residents and tourists with small town living at its best.

Mammoth Lakes, home to one of the largest ski areas in the country, is a four-season destination resort and, with 8,000 full-time residents, the County's population center. In addition to winter snow sports, summer activities, and events such as hiking, mountain biking, golfing, tennis, concerts, and art festivals attract visitors from all over the world.

Some of the County's workforce is based in Mammoth, and the town offers numerous services and amenities. Mammoth Hospital is designated by the federal government as a Critical Access Hospital. The facility prides itself on personalized care, along with a professional, full-time, and board certified, medical staff and highly qualified nursing staff. Cerro Coso Community College's Eastern Sierra College Center offers AA degrees, transfer programs, and professional training with in-seat and online classes. The Mammoth-Yosemite Airport (MMH) offers daily commercial air service to Los Angeles year-round, and seasonal air service to San Francisco, San Diego, and other destinations.

**Additionally, the County has a number of other sites that make the region quite unique and that demonstrate the incredible diversity of the landscape. In Northern Mono County, the communities of Topaz, Coleville, and Walker offer relaxed rural living and proximity to Nevada's Carson Valley. Bodie ghost town, California's most visited State Park, is a reminder of the gold and silver boom of the late nineteenth century. Iconic Mono Lake, in the center of the County, is one of the western hemisphere's oldest lakes, and a draw for bird watchers and sightseers. Lee Vining, on its shore, serves as the eastern gateway to Yosemite, just 10 miles from Highway 395. Tucked away at the base of 10,909-ft Carson Peak, the scenic 14 mile June Lake Loop is a mountain hideaway. The area has been attracting outdoor enthusiasts and nature lovers dating back to Hollywood's discovery of June Lake in the 1920's. In Southern Mono County, Crowley Lake and Swall Meadows are residential communities with room to grow and big views, and the Tri-Valley in the eastern part of the County is an agricultural area at the base of the White Mountains.**

# County Governance Structure



Photo by Jeff Simpson

Mono County is a general law county and is governed by a five-member Board of Supervisors elected by the voters of each of the five supervisorial districts. The Board of Supervisors sets policy and deals with legislative matters pertaining to the County. The Board of Supervisors appoints both the County Administrative Officer (CAO) and the County Counsel. Three other elected officials include the Sheriff-Coroner, Assessor, and District Attorney.

The County Administrative Officer is responsible for assisting the Board in conducting administrative affairs. The services that Mono County provides are typical of other counties in California and include law enforcement, health and human services, public works, community development, probation, and property tax administration. These services are provided to the citizens of Mono County through a system of

departments, commissions, and boards. The Board of Supervisors meets in regularly scheduled meetings three times each month, the first two Tuesdays of each month in Bridgeport and the third Tuesday of each month in Mammoth Lakes.

Mono County provides services and programs that are funded from a number of revenue sources that include property taxes, permit fees, and state and federal monies. This year's estimated expenditures are \$121 million, which includes a FY 2020-2021 General Fund expenditure plan of \$40 million with an additional \$81 million from other funds, enterprise funds, and dependent special districts. The County has 314 authorized FTEs.



## Responsibilities of the Position

The Housing Coordinator works under the County Administrative Officer and will be responsible for developing, implementing, and administering affordable low and moderate income, workforce, multi-family, single-family and homeless/special needs housing units in Mono County. Core functions include initiating, developing, planning, organizing, directing, coordinating, implementing, and managing County housing projects and programs, initiated by the County or, when appropriate, by other public entities, non-governmental organizations, and private developers. This position will provide housing program expertise to the County Administrator, Board of Supervisors, County departments, and partners on matters of housing development standards, regulations, methods, trends opportunities, programmatic and organizational structures, grant programs, and financing from public and private sources. The position will also be responsible for monitoring and analyzing housing-related legislation as well as leading and executing advocacy for housing programs and objectives.

The ideal candidate is far more than a housing advocate. It is expected to produce tangible results relative to developing and championing realistic housing development and program proposals for consideration by the Board of Supervisors.

# The Ideal Candidate

The ideal candidate will be successful in creating additional affordable, workforce, multi-family and single-family housing units, and related housing programs in Mono County in furtherance of County policy objectives and compliance with State mandates. Responsibilities also include:

- ◆ Ongoing management and administration of resulting housing projects and programs.
- ◆ Identifying, pursuing, and presenting opportunities for development of County-affiliated housing projects and housing-related programs.
- ◆ Developing, coordinating, managing, and administering housing proposals, as well as other related County housing and economic development initiatives commensurate with their level of conceptual or actual approval.
- ◆ Providing highly responsive, responsible, and complex analytical, research, and project management services involving proposing, implementing, coordinating, evaluating, reporting and monitoring County housing projects, programs and objectives in support of new and preservation of existing affordable low and moderate income, workforce, multi-family, single-family and special needs/homeless housing.
- ◆ Serving as an expert resource and educator on public sector housing programs including grants, financing, real estate transactions, development agreements, construction practices, partnership and governance structures, State and Federal regulations and resources, legislative proposals.



Photo by Jeff Simpson



# Education and Experience.

**Education:** Requires a bachelor's degree with major coursework in public administration, business administration, urban planning, or a related field. A Master's degree is highly desirable.

**Experience:** A minimum of five years professional level experience involving affordable housing programs and/or similar development activities.

## The Compensation

The anticipated salary range for this position is **\$99,950 to \$121,004**. Candidates with a compensation near or exceeding the top of the salary range are encouraged to discuss specifics with Ralph Andersen & Associates. Placement in the range will be based on qualifications and experience. In addition to limited assistance on moving and relocation, Mono County provides an excellent benefit package for this position that includes the following:

- ◆ **CalPERS Retirement:** 2.5%@55 for current members of CalPERS; new members in CalPERS will be enrolled at 2%@62. The employee pays their 7% CalPERS contribution. Mono County does not participate in Social Security except for the mandatory Medicare deduction.
- ◆ **457 and 401(a) Plan:** A 3% contribution by employee to the County's 457 deferred compensation plan is matched by the County and contributed to a 401(a) Plan (graduated 6-year vesting period).
- ◆ **Health Insurance:** Eligibility is the first day of the month following the date of hire. County pays for the majority of the premium with the following employee contribution: \$18 per month for individual coverage; \$44 per month for employee plus one dependent; and \$59 for family coverage.
- ◆ **Dental/Vision:** Fully paid plans for both the employee and family.
- ◆ **Vacation:** 15 days per year, increasing after 10 years of service.
- ◆ **Administrative Leave:** 10 days per calendar year (80 hours).
- ◆ **Holidays:** 14 holidays per year plus 2 personal holidays.
- ◆ **Sick Leave:** 12 days per year.
- ◆ **Life Insurance:** \$50,000 policy paid by the County.
- ◆ **Wellness Program:** The County pays a portion for membership at specified local health clubs.

# To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references **will not** be contacted until mutual interest has been established. Candidates are encouraged to apply by August 23, 2021. This recruitment is considered open until filled. First round of screening interviews are anticipated to take place in late August or early September and will culminate with final interviews in late September. **Electronic submittals are strongly preferred to Ralph Andersen & Associates via email at [apply@ralphandersen.com](mailto:apply@ralphandersen.com)** and should include a compelling cover letter and comprehensive resume.

Confidential inquiries welcomed to Doug Johnson, Ralph Andersen & Associates, at (916) 630-4900.



# *Mono County is an Equal Opportunity Employer*



Photo by Jeff Simpson



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***[monocounty.ca.gov](http://monocounty.ca.gov)***